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CLERK OF COURT

UNITED STATES BANKRUPTCY COURT
FOR THE
EASTERN DISTRICT OF VIRGINIA
OFFICE OF THE CLERK
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RICHMOND, VIRGINIA 23219

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Date: June 23, 1999

From: William C. Redden, Clerk

To: Members of the Bar, Newport News and Norfolk Divisions

Re: Changes Planned for Newport News Division in December, 1999

As provided in a notice to the bar in March 1998, the Fourth Circuit Judicial Council has determined that the lease of the premises now occupied by the U.S. Bankruptcy Court in Newport News will not be renewed upon its expiration December 2, 1999.

By December 1, the Bankruptcy Court plans to have a small office space open on the first floor of the U.S. District Courthouse in downtown Newport News. Most of the Oyster Point staff and back office operations will be relocated to Norfolk. From that point forward, filings will be accepted in Newport News and in Norfolk for both divisions¹. In addition, the Judges will continue to travel to Newport News to hold court on the schedule that has been in place for the last several years, except where changes must be made to accommodate conflicts and litigants' needs. All hearings and trials will be in District Court facilities in downtown Newport News.

Although files and documents for current Newport News cases will be sent to and maintained in Norfolk, all cases filed after July for the Newport News Division will be placed on the Internet via the Court's Electronic Case Filing (ECF) system. At that point, filings for those cases either will need to be filed in electronic format or scanned to a disk (either in the bar member's office or in the Clerk's Office). In addition to reducing the number of files to be moved to Norfolk, this shift to ECF will allow the Court to provide the public and bar with expanded access to all case information, all docket information, and all documents filed for those cases without having to travel to Norfolk or downtown Newport News. This also will give attorneys trained on the ECF system the option to file all cases and all related documents electronically from their own offices. For those who do not have Internet access or a scanner available, the Court will provide connected computers and a scanner in both offices for the public and bar to use.

These are significant changes and the Court is implementing a transition plan, which is designed to complete these needed changes in as smooth a manner as possible for all concerned. To obtain more detailed information on the move, to find out how to be

¹ Cash, however, no longer will be accepted in the Newport News office. Also, all Norfolk filings with a fee will be receipted only from the Norfolk office.

trained on ECF, or to ask questions, members of the bar are invited to attend a live presentation on the Court's plan on July 9, 1999, at 10:30 a.m. (or as soon as Court is concluded on July 9) at Oyster Point. The Court encourages members of the bar to attend this presentation.

If any member of the bar is unable to attend the after-Court session, staff also will be available in the public area of the Newport News office on selected section 341 creditors' meeting dates in July to answer questions and provide information. These dates are posted in the Clerk's office, the 341 hearing room, and on the Court's Internet site at <http://vaeb.uscourts.gov/home/nnhome.html>.

BECAUSE OF THE SIGNIFICANT CHANGES IN THESE PROCEDURES, YOU SHOULD CONSIDER ATTENDING ONE OF THESE SESSIONS.

cc: Members of the Bar, Richmond Division
Members of the Bar, Alexandria Division